## Health Certainty in Care START GUICK START GUIDE Setting up your Address Book

Each specialist or GP that you wish to send referrals to needs to have an address book entry in Best Practice Systems. This quide will help you in setting up you address book so you can make the most of your medical software and your time.

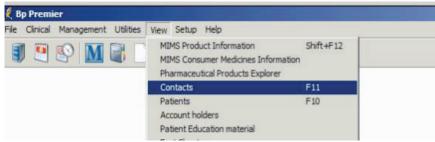


You can look up a Specialist or GP messaging address as well as update your practice details on the HealthLink User Directory addess below. If you require access to the HealthLink User Directory, please contact HealthLink on 1800 125 036

Directory: https://secure.hlink.net.au/directory/login.php

## Adding a new Specialist or GP

a) Select VIEW> Contacts (F11)



b) Select ADD NEW on the contacts screen

Contacts					
File Edit Directory	View Help				
5					
Include:		Search for:	Category:		
• Al		1		Al	
C Individuals	5			Cardiology	
Contact name	Category	Comment	Add new	Add at address	Edit
BDI					

c) Fill in the details for the Specialist or GP

- d) Select ADD to enter the address
- e) Select ACCEPTS CDA eREFERRALS
- f) Select SAVE and you will be taken back to the contact page

CONTRACT ON MIL	(3) P
Address line 1:	2/69 Eyre Street
Address line 2:	
City/Suburb:	North Ward
Postcode:	4810
Phone:	Fax:
Health Identifier:	
	Accepts CDA eReferals
	Save

g) In the Messaging Provider field select HealthLink

h) Enter the contacts Account ID – this the EDI (messaging Address). The EDI can be obtained from searching the HealthLink Directory

	Individual	C Company/Institution				
litle:	Dr	✓ First ni	ame:	Test		
Sumame:	Dummy			Select		
areeting:						
ategory:	General Practice	8	•			
ddresses:	Address			Phone	Fax	Add
	2/69 Eyre Street	, North Ward, 4810.		1300145465		Edit
						Delete
						Import
lobile phone:		Pager:		A/H phone:		1
rovider No.:	000000Y	Health Identifier:				
KI key ID:		Attach HeSA Certificates	Skype:			
-mail:			Web site	н <b>Г</b>		
lessaging	HealthLink	A (f	ccount ID applicabl	e) EDI1234	>	
Comment:						1
	I					
		ssist at operations				
	I Available to a	ssist at operations			Save	Cancel

i) Once information has been entered select SAVE. Your contact has now been added to your address book. To verify that the site is ready highlighting the GP / Specialist and the message "Can receive eReferrals" in green should been seen.

Contact name	Category	Comment	Add new	Add at address	Edit
BDI Black Dog Institute					
Black Dog Test System			Dr Test Du	Immy	
Breslin Pathology	Pathology provider				
Dr Sydney Breast Clinic Referrals	s		General Practic	0.0	
Dr Test Dummy	General Practice		General Flacin	Le	
Dr Christopher Hengel	Cardiology		0/00 5	0	
Dr Jenna Jacobsen	General Practice		2/69 Eyre		
Dr Anjila Kant	General Practice		North Wa	rd. 4810	
Mr Andrew McGhee					
Mr James Muller					
Prof Test No RSD Provider	Cardiology		Can rece	ive eReferrals	
Mr Kieran Norris (HL)					

## Editing an Existing Contact

a) Select VIEW>CONTACTS (F11)

Bp Premier			
File Clinical Management Utilities	View Setup Help		
	MIMS Product Information MIMS Consumer Medicines Information Pharmaceutical Products Explorer	Shift+F12	
	Contacts	F11	
	Patients	F10	
	Account holders		
	Patient Education material		
	Fact Sheets		

b) In the Search for field enter the contact would like to edit

Contacts			
File Edit Directory View Help			
9			
Include:	Search for: TEST	Category:	
C Individuals			All Cardiology

c) Once you have located the record that you wish to edit make sure it is highlighted

d) Select EDIT

Contacts							
File Edit Directory View He	lp						
C Individuals C C Companies/Institutio		earch for: TEST	Category	All Cardiolog General GP Hlink	Practice c gy provider		
Contact name	Category	Comment	<u> </u>	Add new	Add at address	Edt	Delete
601 Black Dog Institute Black Dog Test System Breslin Pathology Dr Sydney Bresst Chric Referrals Dr Christopher Hengel Dr Janes Accobeen Dr Anjia Kant Mr Andrew McGhee Mr James Muller Prof Test No RSD Provider Mr Keran Nomis (HL) Prof Geny O'Driscol Mr Lawrence Peterson (HL) Best Practice Dr Isoft Practix Radar Medical Imaging Mrs Janelle Robson Mr Nick Rowand Dr Genie Solutions Southerm Sont Pathology Mr Top Specialist Test Pathology	Pathology provider Cardiology General Practice Cardiology Cardiology GP Hlink Radiology General Practice Pathology provider Pathology provider Radiology		Dr	Top Sp Specialisi Brisbane.			

e) In the MESSSAGING PROVIDER field select HealthLink

f) Enter the contacts Account ID – this the EDI (messaging Address). The EDI can be obtained from searching the HealthLink Directory

fitle:	Dr	<ul> <li>First</li> </ul>	name: Te	st		
Sumame:	Dummy			Select		
Greeting:						
ategory:	General Practice		•			
ddresses:	Address			Phone	Fax	Add
	2/69 Eyre Street,	North Ward, 4810.		1300145465		Edit
						Delete
						Import
lobile phone:		Pager:		A/H phone:		
rovider No.:	000000Y	Health Identifier:				
KI key ID:		Attach HeSA Certificates	Skype:			
-mail:			Web ste:			
lessaging	HealthLink		Account ID: (f applicable)	EDI1234		
rovider: comment:			in obbicable)	1		
	l					
	Available to as	ssist at operations				

- g) Highlight the address and select EDIT
- h) Select ACCEPTS CDA eREFERRALS
- i) Select SAVE and you will be taken back to the Contact Details screen

Contact addr	255	X
Address line 1:	2/69 Eyre Street	
Address line 2:		
City/Suburb:	North Ward	1
Postcode:	4810	
Phone:	Fax:	1
Health Identifier:		
C	Accepts CDA eReferrals	
	Save Cancel	

j) Once information has been entered select SAVE. Your contact has now been added to your address book. To verify that the site is ready highlighting the GP / Specialist and the message "Can receive eReferrals" in green should been seen.



## For all queries, please call the HealthLink Customer Support Line:

Monday to Friday (except public holidays) 8am- 6pm Phone 1800 125 036 Support email: helpdesk@healthlink.net